

MINUTES
FREMONT CITIZENS ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2014
TRAINING ROOM
3300 CAPITOL AVE., BUILDING B
6:00 P.M.

1. SECRETARY CALL FOR QUORUM

2. CALL TO ORDER

3. ROLL CALL

Greg Kautz, Chair, called the meeting to order at 6:00 p.m. The meeting started with a salute to the flag and the pledge of allegiance.

Present: Greg Kautz, Randy Fewel, Kim Coenen, Bob Creveling, Pam Condry

Staff: Lucia Hughes, Leticia Leyva, Shanti Jeyakumar

4. APPROVAL OF MINUTES OF MEETINGS ON NOVEMBER 5, 2013 AND DECEMBER 11, 2013

A motion was made by Committee Member Fewel and seconded by Committee Member Creveling to accept the minutes of November 5, 2013. The motion was approved and so ordered.

A motion was made by Committee Member Coenen and seconded by Committee Member Creveling to accept the minutes of December 11, 2013. The motion was approved and so ordered

5. NEW BUSINESS (Items on which the Committee has not yet had an agendaized discussion or taken action).

5.1 Recommendation on Additional FY 13-14 CDBG Funding For CURA Kitchen Expansion and Improvement Project

Staff Member Hughes explained that CURA received a total of \$189,404 in FY 2012-13 CDBG funds to undertake the Kitchen Expansion and Improvement project. The project has encountered unanticipated regulatory costs from the Health and Building departments. Plans for plumbing, ventilation, hood, heating and air conditioning, and electrical/ mechanical are needed. The regulatory requirements will also trigger a slight increase to the construction

scope of work. CURA anticipates that an additional \$15,000 is needed to address these costs.

The agency submitted a FY 14-16 CDBG proposal to seek funding to cover this cost overrun. This project is scheduled to start construction in June 2014 and the agency needs to submit the required plans for Health department and Building department approvals as soon as possible in order to meet the project schedule.

The City has an interest in helping grantees to move projects forward in a timely manner. The City has approximately \$63,375 in CDBG reserve account. Since the \$15,000 in additional funds that CURA is seeking in the FY 14-16 proposal will not be available until July 1, 2014, it is in the best interest of CURA and the City to allocate the CDBG funds from current CDBG reserve so that the project can move forward as quickly as possible.

Committee Member Fewel expressed that it seemed reasonable for CURA to be provided this funding from the CDBG reserve account. Committee Members wanted to know the total cost of the project, and if there was a contingency fund beyond the \$15,000. Staff Member Leyva explained that it was difficult to tell the exact cost of the project, given that the agency is learning about the regulatory requirements. Staff Member Hughes said that CURA is pretty good at fund-raising and would be able to complete the project through this means, if they run out of CDBG funds.

A motion was made by Committee Member Fewel and seconded by Committee Member Creveling to approve staff's following 2 recommendations:

1. Allocate a total of \$15,000 from current CDBG reserve to the CURA Kitchen Expansion and Improvement Project.

2. Remove CURA's proposal from the FY 2014-16 funding process.

The motion was approved and so ordered.

5.2 FY 2014-16 CDBG Funding – Develop questions for applicant agencies

Staff and Committee Members reviewed the questions formulated by staff members for the 9 proposals submitted by agencies for FY 2014-16 CDBG funding. Committee Members had additional questions which were included in the list (see attached for a full list of questions to applicants).

Staff will post these questions on ZoomGrants for agencies to respond by February 14th, 2014.

6. ANNOUNCEMENTS

6.1 Members are invited to attend the Dominican Sisters of Mission San Jose Circle of Partners Groundbreaking ceremony being held on March 19, 2014. Invitation cards were included in members' packets.

6.2 Staff notified members that only one night is needed for applicant interviews. Members were asked to choose between Feb. 26 and Feb. 27, 2014. Members unanimously agreed to hold the interviews on Feb. 26, 2014. Funding recommendation meeting will be held on March 5, 2014.

5. ADJOURNMENT

There being no further business a motion was made by Committee Member Fewel and seconded by Committee Member Creveling to adjourn. The CAC meeting was adjourned at 7:35 p.m.